



CITY OF SAN CITY BRUNO

SPECIAL MEETING

PARKS AND RECREATION COMMISSION
AGENDA

Wednesday, December 6, 2017 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. CALL TO ORDER/ROLL CALL:
2. PLEDGE OF ALLEGIANCE:
3. REVIEW OF AGENDA:
4. APPROVAL OF THE MINUTES: October 18, 2017
5. CONSENT CALENDAR:
6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. NEW BUSINESS:
8. UNFINISHED BUSINESS:
 - a. City Council Request for Recommendation on Implementation of Pilot Program Allowing On-Leash Dogs in City Parks – Oral Report
 - b. Status of Capital Improvement Projects – Oral Report
9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:
 - a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales)
 2. Park Tour (Greenberg, Nigel, Melendrez)
 - b. Report from Commissioners
10. ITEMS FROM STAFF:
11. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO
Community Services Department

MEETING MINUTES

Parks and Recreation Commission
October 18, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Commissioners Excused: Vice Chair Davis. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Melendrez led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Zamattia** to approve the minutes from August 16, 2017. Approved unanimously, Commissioner Gonzales abstained.
MSC Melendrez/Gonzales to approve the minutes from September 20, 2017. Approved unanimously, Commissioner Nigel abstained.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Receive Report and Provide Input on Proposed Park Improvements Related to the Proposed Skyline College Residential Project – City staff and representatives of the San Mateo County Community College District and Summerhill Homes presented a 70-unit residential project located on the Skyline College campus. The Commission reviewed their plans and provided their input and comments.
 - b. Review of Parks and Recreation Commission 2016-17 Annual Report to City Council – Director Burns told the Commission that their annual report would be presented at the City Council meeting on November 14, 2017. Chair Palmer reviewed the annual report for the Commission and asked the Commission for their input. **Commissioner Greenberg** requested that dates be added for the City Park bathroom remodel and Earl Glenview and Florida Avenue Parks slides.
8. **UNFINISHED BUSINESS:**
 - a. Park Inspection/Tour Program Ad-Hoc Subcommittee Recommended Changes to the Commission Park Tour Program - **Commissioner Greenberg** presented the Commission with an Observation List example that the Commission can use to tour the parks. She told the Commission that the subcommittee recommends

that each Commissioner individually visit all the parks in a calendar year, not on a four year cycle. **Commissioner Nigel** added that they would make it a permanent agenda item for the Commission in order for Commissioners to be able to report on any park observations they make in a month and bring it to the attention of staff and the Commission. The Commission reviewed the example Commissioner Greenberg provided and discussed the best way to make changes to the Commission Park Tour Program that would be beneficial for the Commission and staff. **Chair Palmer** requested the subcommittee meet one more time with Director Burns and return to the Commission during their next meeting with finalized recommended changes.

- a. Results of the 2017 Inspection of Community and Neighborhood Parks – Supervisor Venezia reviewed the results of the 2017 Inspection of Community and Neighborhood Parks. He told the Commission that staff would be working on all the identified areas that need to be addressed in the upcoming winter season.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Melendrez** asked staff for an update on the repairs for the Senior Center. Director Burns replied that a temporary wall had been put up to allow some programming to resume in the multi-purpose room including Big Bingo. Staff is working to get reconstruction started as soon as possible and get the Senior Center fully restored by early 2018. **Commissioner Melendrez** asked if the Florida Avenue Park would be given a different name and Director Burns replied that City Council approved the project as the Florida Avenue Park. **Commissioner Melendrez** asked if residents had given any feedback on the restoration of the City Park restrooms and Director Burns responded that they had not received any meaningful feedback to report. **Commissioner Salazar** asked if there could be fences placed around City Park to prevent small children from walking onto the street and if the crosswalks on City Park Way could be addressed at an upcoming Commission meeting. **Commission Salazar** also asked that because the restoration of the restrooms in City Park requires digging into the ground, if there is a way to incorporate a networking cable that could provide a Wi-Fi access point. **Commissioner Salazar** also asked if there were any updates on getting the Commission a general email inbox and Director Burns said that staff was still looking into it.

- 10. ITEMS FROM STAFF:** Director Burns told the Commission that the City received 10 proposals for the Request for Proposals/Qualifications for Architectural/Engineering Planning and Design Services for the Recreation and Aquatics Center. Staff will review the proposals and determine 3-5 firms to invite back for interviews. Staff is eager to bring to the City Council a recommendation by December 2017 to do an award of contract for community outreach and putting together a master plan for a dual Recreation and Aquatics Center. She told the Commission she would keep them updated as the plans progress. She told the Commission that a Parks Maintenance Worker position and Parks Lead Worker recruitment were currently in progress and they hope to have all the positions filled by end of calendar year.

- 11. ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:25 p.m.



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 14, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Kerry Burns, Community Services Director

SUBJECT: Receive Report and Provide Direction Regarding the Results of the Pilot Program Allowing On-Leash Dogs on Park Pathways in City Park and Grundy Park

BACKGROUND:

The City's Municipal Code Section 9.16.10-Domestic Animals currently prohibits all animals, except service animals, whether on- or off-leash from entering all City parks except the dog run at Commodore Park. The section was incorporated into the City's Municipal Code by Ordinance 1493 in 1988. The section states:

No owner or possessor of any dog, cat, fowl or any animal, whether domestic, livestock, wild or exotic shall permit such animal to enter or run at large in any park, school or recreation area or in the city and county of San Francisco watershed recreational easement, either with or without a keeper, except as permitted by Section 9.16.020 [Authorized Dog Runs] of the chapter. Nothing in this section shall prohibit a Seeing-Eye dog under the control of a blind person from entering a park, school or recreation area or the city and county of San Francisco watershed recreational easement.

At both a City Council Study Session in September 2016 and during the Parks and Recreation Commission Annual Report to the City Council in November 2016, the City Council expressed interest in receiving the Parks and Recreation Commission's input on how to address the matter of dogs frequently being present both on and off leash in City parks. At their meeting on January 18, 2017, the Parks and Recreation Commission considered ideas to address the presence of both dogs off and on-leash in City parks. Following discussion, the Commission voted 6-1 to recommend to the City Council that an amendment be made to the Municipal Code allowing leashed dogs in all City parks. The Commissioner voting "No" on the motion believed the modification was unnecessary since the Municipal Code section was not routinely enforced and that a modification might heighten a community expectation that it would be more routinely enforced after the amendment. Also noted was some children's fear of dogs and that any change to the Municipal Code allowing dogs' on-leash in City parks should ensure a prohibition for dogs to enter areas with playground equipment.

At its meeting on February 28, 2017, the City Council received the Parks and Recreation Commission recommendation to allow dogs' on-leash in City parks and directed staff to develop a pilot program allowing on-leash dogs in City parks. On March 28, 2017, the City Council authorized a six-month pilot program allowing on-leash dogs on park pathways in only City Park and Grundy Park.

DISCUSSION:

Through the six-month pilot program, from April 24 through October 23, 2017, on-leash dogs were permitted on paved pathways in City Park and Grundy Park. No other City parks were included in the pilot program. Signs announcing the pilot program and waste bag kiosks were installed at the park entrances. The pilot program was announced on the City's website, Nextdoor, the Community Services Department e-Newsletter, San Bruno Cable, Police Department social media sites, and email blasts to recreation program patrons. Through this outreach, park visitors were invited to contact the Community Services Department with input on the pilot program or the Police Department regarding violations.

During the six-month pilot program, the Police Department continued to enforce the ordinance requirements regulating dogs on-leash except on park pathways and off-leash dogs in City Park and Grundy Park on a complaint-basis. In other parks where dogs are prohibited, the Police Department continued enforcement as follows: when a complaint is registered by a park visitor or City staff, a police officer will respond to the park based on available resources. If the police officer observes that dog off-leash in the park, the police officer will first advise the owner of the ordinance and seek voluntary compliance. The police officer may issue a citation if the owner fails to comply. The Parks Maintenance Division also monitored the condition of City Park and Grundy Park to determine whether or not there was an increase in dogs in the park, either on or off-leash and whether there was an increase in dog feces left in the parks.

With regard to the Police Department's enforcement efforts, from April 24 through October 23, 2017, the Police Department conducted passing checks as follows:

- First week of the pilot program: (1) two bicycle officers from 9:00 a.m. to 7:00 p.m. on Saturday and Sunday traveled back-and-forth between City Park and Grundy Park; and, (2) issued printed information notices.
- First month of the pilot program: (1) scheduled passing checks at 9:00 a.m., 12:00 Noon, 3:00 p.m. and 5:00 p.m. at City Park and Grundy Park; (2) walked through parks and interacted with citizens with off-leash dogs; and, (3) provided verbal warnings and not citations to increase awareness of the pilot program rules.
- Second month of the program: (1) performed twice daily passing checks as time and call volume allowed; and, (2) provided verbal warnings.
- Months three through six of the pilot program: (1) performed passing checks and created a Call for Service for each scheduled passing check.

During the program, the Police Department's enforcement activities were as follows:

- Completed approximately 121 passing checks and walk-throughs of City Park and Grundy Park;
- Distributed approximately 500 informational leaflets;

- Gave warnings to approximately 45 people for off-leash dog violations with the majority of the warnings occurring in the first several weeks of the pilot program (approximately 15 at City Park and 30 at Grundy Park);
- Issued no citations;
- Responded to no dog bites, attacks, or similar safety incidents at either park; and,
- Received two complaint calls for off-leash dogs at Grundy Park, one of whom received a verbal warning and other was no longer in the park at the time of the police officer's arrival.

The Police Department concluded the pilot program did not create a public safety concern or significant public nuisance. Further, it has concluded that responding to off-leash dog violations on a complaint basis would not likely create a significant additional burden on Police Department resources.

The Parks Maintenance Division did not experience an impact as a result of the pilot program and saw no difference in the numbers of dogs or an increase in dog feces in City parks, including City Park and Grundy Park. During the pilot program, the Community Services Department was contacted about the pilot program on nine occasions. On four occasions, the citizen expressed support for the pilot program. On five occasions, the citizen did not want dogs, either on or off-leash in any City park.

As stated earlier in this report, the City's Municipal Code, Section 9.16.10-Domestic Animals currently prohibits all animals, except service animals, whether on- or off-leash from entering all City parks. Changes to the rules governing dogs in City parks would require modification to the Municipal Code through the adoption of an ordinance.

FISCAL IMPACT:

Should the City Council wish to implement the pilot program by allowing on-leash dogs in some or all City parks, each park would need to be equipped with waste bag kiosks and new signage. The supply cost for new signs, waste bag kiosks, and poles would vary dependent upon its size and number of entrances. Costs for a park the size of Commodore Park would be approximately \$2,500, and a park the size of Lomita Park would cost approximately \$250.

ALTERNATIVES:

1. Make no modifications to the Municipal Code and continue to prohibit dogs in all City parks.
2. Modify the Municipal Code to permit on-leash dogs in parks with walking paths which are City Park, Grundy Park, Commodore Park, and Pacific Heights Park.
3. Modify the Municipal Code to permit on-leash dogs in all parks with the requirement to dog remain on paved pathways and surfaces.

RECOMMENDATION:

Receive report and provide direction regarding the results of the six-month pilot program allowing on-leash dogs on park pathways in City Park and Grundy Park.

DISTRIBUTION:

None.

ATTACHMENTS:

None.

DATE PREPARED:

October 26, 2017

REVIEWED BY:

____ PD
____ CA
____ ACM
____ CM